



**City of Freeport**  
**REGULAR COUNCIL MEETING**  
6:30 p.m./Council Chambers/Freeport City Hall  
September 28, 2017 Minutes

**I. Meeting Opened**

The September 28, 2017 Regular Council Meeting was called to order at 6:30 p.m. by Mayor Russ Barley. The meeting was held in City Council Chambers of Freeport City Hall.

Council Members present: Mayor Russ Barley, Councilwoman Elizabeth Brannon, Councilwoman Kasey Cuchens, Councilman Eddie Farris, Councilwoman Amanda Green, and Councilman William “Boots” McCormick.

Staff present: City Clerk Rebecca Podraza, City Attorney Clay Adkinson, Finance Officer Sara Bowers, City Planner Latilda Hughes-Neel, Sewer Lead Operator Bridget Hilgenberg, Parks Director Charles Simmons, City Engineer William Menadier, and City Engineer Cliff Knauer.

**II. Invocation and Pledge of Allegiance**

The invocation was given by Councilman Farris, followed by the Pledge of Allegiance to the American Flag.

**III. Recognition of Guests: None**

**IV. Public Comment on Consent Agenda: None**

**V. Approval of Consent Agenda**

1. Bills Paid
2. Revenue/Expenses August 2017
3. September 12, 2017 Regular Meeting
4. September 14, 2017 Public Hearing-Tentative Budget

*Council Action: Councilwoman Brannon made a motion to approve the Consent Agenda as presented. Councilman McCormick seconded the motion.*

Discussion: Councilwoman Cuchens requested that check No. 27758, Shannon’s Pool and Spa Service, be pulled from page 2 of the Check Detail Register, before approving the consent agenda. Councilwoman Cuchens would like further investigation of this payment.

*Councilwoman Brannon amended the motion to approve the Consent Agenda to exclude Check No. 27758 in the amount of \$1,208.33 on page two (2) of the Check Detail Register; Councilman*

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*McCormick amended his second. All ayes, (Brannon, Cuchens, Farris, Green, and McCormick); motion carried.*

*Council Action: Councilwoman Cuchens made a motion to table Check No. 27758, to Shannon's Pool and Spa in the amount of \$1,208.33 on page two (2) of the Check Detail Register until the next meeting for further investigation of the payment. Motion died for lack of a second.*

*Council Action: Councilwoman Brannon made a motion to approve the Consent Agenda as presented to include Check No. 27758, to Shannon's Pool and Spa in the amount of \$1,208.33 on page two (2) of the Check Detail Register. Councilman Farris seconded the motion. Four ayes, (Brannon, Farris, Green, McCormick); one nay, (Cuchens); motion carried.*

**VI. Consideration of Additions/Deletions to Agenda**

**Deletions:**

- Presentation by Lindy Wood, Westonwood Ranch
- Councilman Farris - Westonwood Ranch Project
- Councilwoman Cuchens - FRDAP Grant-Splash Pad

**Additions:**

- Parks Dept. - FRDAP Grant-Splash Pad

**VII. Approval of Agenda with Additions/Deletions**

*Council Action: Councilwoman Cuchens made a motion to approve the Agenda with specified Additions and Deletions as presented. Councilman McCormick seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.*

**~~VIII. Presentation by Lindy Wood, Westonwood Ranch~~**

**IX. Kim Pate, Manager of Fisherman's Cove Marina LLV, aka Freeport Marina**

Ms. Pate stepped out of the Council Chambers at the time this item was announced for discussion. This agenda item was moved after the Finance Officer under Staff Reports.

**X. Staff Reports**

- A. City Clerk Matter: None

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**B. Finance Officer**

1. Carr Riggs & Ingram Letter of Engagement. The amount of the proposed increase was reduced by 15%.

*Council Action: Councilwoman Cuchens made a motion to approve the Carr Riggs & Ingram Letter of Engagement to conduct the City of Freeport 2016/2017 financial audit for a total amount of \$27,600.00, and to direct Mayor Barley to sign the letter. Councilman McCormick seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.*

2. Approval to advertise for the following budgeted full-time positions
  - Council discussed the job description and internal posting for the Finance Assistant Position, presented by the City Finance Officer Sara Bowers. Policies regarding internal posting for City positions is not included in the Personnel manual. Discussion regarding the education and skill set requirements were also discussed. Finance Officer Bowers agreed to beef up the education on the job description.

*Council Action: Councilman Farris made a motion to approve the Finance Assistant job description but not to advertise internally for the position, the position will be advertised according to the City Personnel Policy. Councilwoman Brannon seconded the motion. Four ayes, (Brannon, Farris, Green, McCormick); one nay, (Cuchens); motion carried.*

- Approval to Advertise for one (1) Parks Assistant Position

*Council Action: Councilman Farris made a motion to approve advertisement for the Parks Assistant position. Councilman McCormick seconded the motion. No vote was taken.*

Council discussion ensued regarding the job description for the Parks Assistant position. Staff was directed to work on the job description for better clarification of the physical aspects of the job and bring it back to the Council.

*Council Action: Councilwoman Cuchens Made a motion to table the advertisement of the Parks Assistant position and direct staff to improve the job description and bring it back to the next Council meeting. Councilman Farris seconded the motion. Three ayes, (Cuchens, Brannon, Farris); two nays, (Green, McCormick); motion carried.*

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- Approval to Advertise for two (2) Entry Level Sewer Maintenance Workers

*Council Action: Councilwoman Brannon made a motion to advertise for two (2) Entry Level Sewer Maintenance Workers. Councilwoman Cuchens seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.*

- Approval to Advertise for one (1) Entry Level Water Maintenance Worker

*Council Action: Councilwoman Cuchens made a motion to advertise for one (1) Entry Level Water Maintenance Worker. Councilwoman Green seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.*

C. Kim Pate, Manager of Fisherman's Cove Marina LLV, aka Freeport Marina

1. Ms. Kim Pate addressed the Council regarding a No Wake Zone at the Fisherman's Cove Marina.

*Council Action: Councilman Farris made a motion to direct the City Attorney to draft an Ordinance for first reading for a No Wake Zone, to be located at the Fisherman's Cove Marina LLV. Councilman McCormick seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.*

D. Planning & Zoning Dept.

1. Development Approval – North Shore Mini-Storage

*Council Action: Councilman Farris made a motion to approve the North Shore Mini-Storage Development Project as presented. Councilman McCormick seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.*

2. Approval of Job Description and for Internal Posting - Planning Position; Advertise if Candidate not found

- Council discussion ensued regarding the Planning Technician. Advertisement will be conducted in accordance with the personnel policy.

*Council Action: Councilman Farris made a motion to approve advertisement for a Planning Technician. Councilwoman Brannon seconded the motion. Four ayes, (Brannon, Farris, Green, McCormick); one nay, (Cuchens); motion carried.*

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E. Legal Matters

1. 2<sup>nd</sup> Reading and Public Hearing for Ordinance Amending:
  - Sewer Rate Ordinance #2016-07

*Council Action: Councilman Farris made a motion to hold second reading & public hearing for Ordinance No. 2017-05, amending Ordinance No. 2001-08 & 2016-07. Councilwoman Cuchens seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.*

After the second reading the floor was opened to Public Comment: Finance Officer Sara Bowers addressed the Council to bring to their attention the difference between the residential and the business rates. The residential rates will be higher than the business rates and Ms. Bowers wanted to be sure and clarify that was correct. City Attorney Adkinson advised that the rates are correct.

*Council Action: Councilwoman Cuchens made a motion to adopt Ordinance 2017-05, amending Ordinance no. 2001-008 & 2016-07, Sewer Rates. Councilman McCormick seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.*

F. Parks Dept.

1. Little League Agreement
  - Parks Director Charles Simmons presented the revised Little League Agreement of Responsibilities and Waiver of Fees.
  - Council discussion ensued and public comments were made by Mrs. Tonya Traylor and Mr. Mark Traylor

*Council Action: Councilman Farris made a motion to approve the Agreement of Responsibilities and Waiver of Fees between the City of Freeport and the Freeport Little League Athletic Association (FLAA), aka Freeport Youth Sports, as presented. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.*

- Parks Director Charles Simmons asked for Council approval to wave the fees for the FLAA Fall Ball for approximately \$955.00 beginning September 21, 2017 through October 31, 2017.
- Council discussion ensued and public comment was made by Mr. Mark Traylor.

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*Council Action: Councilwoman Brannon made a motion to waive the fees for the Freeport Little League Athletic Association (FLAA) for fall ball beginning September 21, 2017 through October 31, 2017 for an approximate amount of \$955.00. Councilman Farris seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.*

3. Storage Building

- Parks Director Simmons presented a diagram of the Sports Complex identifying where the new Storage building would be located if approved by the Council. The storage building will house all the equipment to maintain the park and would also include restrooms and a concession stand.
- Council discussion ensued and public comments were made by Mr. Mark Traylor and Mrs. Sue Gilliam.

*Council Action: Councilman Farris made a motion to direct staff and City Engineers to design plans for the new storage shed at the location identified at the Sports Complex. Councilwoman Brannon seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.*

4. FRDAP Grant – Splash Pad

- Parks Director Simmons requested that the same package be re-submitted for the FRDAP Grant – Splash Pad that was submitted last year for the 2016/2017 Cycle.

*Council Action: Councilwoman Cuchens made a motion to re-submit the 2016/2017 FRDAP Grant Application for the Splash Pad at the Sports Complex for the 2017/2018 FRDAP Grant Cycle. Councilwoman Green seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.*

5. Outsourcing Pool Maintenance

- Parks Director Simmons requested Council Permission to request bids to contract the maintenance of the pool. Council discussion ensued regarding the history of the pool maintenance.

*Council Action: Councilman Farris made a motion to approve the City Parks Director to bid outsourcing the maintenance of the City Pool. Councilwoman Brannon seconded the motion. Four ayes, (Brannon, Farris, Green, McCormick); one nay, (Cuchens); motion carried.*

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**G. Engineering**

- 1 William Menadier presented the Engineering Report on the following items:
  - US 331 Watermain Extension & Wagon Wheel Water Well System

*Council Action: Councilwoman Brannon made a motion to approve a camera survey of the well in the amount not to exceed \$11,787.50. Councilman Farris seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.*

- Business 331 Sidewalks
- Wastewater Treatment Plant Permit Renewal
- Preliminary Engineering Report
- Welcome Signs
- No Wake Zone at Marse Landing
- State Revolving Fund Loan Agreement

**Mayor Barley called for a five (5) minute recess and announced that Engineering presentations would be continued after the Old Business item: Brandon Oaks.**

**XI. Old Business**

1. The Brandon Oaks Counterproposal regarding the sewer system from the Walton County Board of County Commissioners (BCC) was presented.

Council discussion ensued and public comment was made by Mr. Gary Adams.

The BCC is authorizing the City of Freeport to notice the residents of Brandon Oaks that hook-up to sewer is now mandatory. Ordinances from the City and the County will be drafted by Legal in this regard.

The City of Freeport agreed with all the aspects of the Counterproposal except for the time parameters set in item four (4), to include the fourteen (14) failing to be completed in ninety (90) days, and all fifty-four (54) to be connected within eighteen (18) months. (Agreement attached as part of the official City Minutes.)

*Council Action: Councilwoman Cuchens made a motion to approve the proposal presented to the City of Freeport by the Walton County Board of County Commissioners, regarding sewer hook-up*

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*to the residents of Brandon Oaks with the exception of item number four (4) which reads as follows:*

*The Fourteen (14) failing or failed septic systems shall be first to be connected to sanitary sewer and shall be connected within ninety (90) days, all fifty-four (54) homes shall be connected within eighteen (18) months.*

*Councilwoman Brannon seconded the motion. All ayes, (Brannon, Cuchens, Farris, Green, McCormick); motion carried.*

2. Engineering Continued...
  - CIP Presentation provided by Cliff Knauer. Discussion will be continued at the next Council meeting.
  - Florida Senate – Local Funding Initiative: Tabled until the next meeting

**XII. New Business**

- A. Mayor Russ Barley announced that the Fifth Annual Mayors Charity Ball will be held Saturday, October 21, 2017 at Hammock Bay. Tickets are available at City Hall.
- B. Councilwoman Brannon: None
- C. Councilwoman Cuchens
  1. ~~FRDAP Grant Splash Pad~~
- D. Councilman Farris
  1. ~~Westonwood Ranch Project~~
- E. Councilwoman Green: None
- F. Councilman McCormick: None

**XIII. Public Comment**

- John Konopacki of Hammock Bay addressed the Council regarding speed limit signs in Hammock Bay.

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- Ms. Tonya Traylor addressed the Council regarding the website calendar.
- Sue Gilliam of Hammock Bay addressed the Council regarding speeders in Hammock Bay.

**XIV. Adjournment**

Mayor Barley adjourned the meeting at 9:10 p.m.

FREEPORT CITY COUNCIL

\_\_\_\_\_  
Mayor

ATTEST

\_\_\_\_\_  
City Clerk

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